



**Nevada Department of Agriculture  
Division of Administration  
Request for Proposals**

# **Requests for Proposals**

**RFP # 455416-01**

**Proposal Submission Deadline:**

January 8<sup>th</sup>, 2016  
Must arrive by: 5 PM

**Submit Proposal in paper form to:**

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431



**Nevada Department of Agriculture  
Division of Administration  
Request for Proposals**

**1. Scope of Work**

**1.1 All work must be completed between the hours of 8:00am – 5:00pm, Monday through Friday.**

**1.2 Cleaning of Department of Agriculture Building & Weights & Measures Building, combined area is approximately 40,000 square feet, in Sparks NV – 2 Times a Week:**

**General Clean of Entrance:**

Clean glass doors inside and out  
Pick up any debris around doorway entrance  
Dust mop floors  
Vacuum all carpets  
Empty all trash/change liners as needed

**General Clean of Offices, Reception and Common Areas:**

Wipe down/Disinfect phones, computers, desk etc.  
Vacuum all carpeted areas  
Dust mop all hard flooring  
Spot wash walls and doors  
Clean all drinking fountains  
Empty all trash/change liners as needed

**General Clean of Break Areas and Hallways:**

Dust mop all floors  
Vacuum carpeted areas  
Wipe down all counter tops  
Clean outside of all appliances and tops  
Clean sink  
Fill paper products  
Empty trash/change liners as needed

**General Clean of Courtyard Areas**

Empty trash/change liners as needed

**1.3 Extra Services:**

**Once a Week:**



**Nevada Department of Agriculture  
Division of Administration  
Request for Proposals**

Dust office furniture  
Dust pictures – All  
Clean counter top in reception area  
Dust window ledges  
Damp mop all floors

**Monthly:**

Wash outside of windows in front of entryway  
Dust conference room chairs  
Buff out black marks from VCT floors – As needed

**Bi-Annually:**

Wash outside of all ground level office windows  
Shampoo Carpets/Spot clean as needed  
Strip & Wax VCT floors (May & September)

**Annually:**

Wash walls/spot clean as needed  
Wash all windows inside

**1.4 Supplies Included to be Maintained by Vendor:**

All janitorial equipment and supplies  
All floor equipment and supplies  
All paper products and hand soap  
All trash liners  
All cleaning chemicals with MSDS sheets

**Not included:**

Light bulbs

**2. Request for Proposal Deadline:**

All proposal must be received by **January 8<sup>th</sup>, 2016 no later than 5pm.**

The Nevada Department of Agriculture will **not** accept any submission of any incomplete proposals. Deadline extensions will **not** be provided to vendors that miss the posted proposal deadline.



## **Nevada Department of Agriculture Division of Administration Request for Proposals**

### **3. Written Questions and Answers**

All questions and/or comments will be addressed in writing and can be sent to: [m.stone@agri.nv.gov](mailto:m.stone@agri.nv.gov). The deadline for submitting questions is December 21<sup>st</sup>, 2015. Responses will be emailed or faxed to prospective vendors on December 28<sup>th</sup>, 2015.

### **4. Proposal and Submission Information**

#### **4.1 Proposal Formatting and Length Instructions**

- Proposal Font: Times New Roman
- Proposal Font Size: 12 point
- Proposal Spacing: Single-spaced
- Proposal Printing: Single-sided
- Binding: Bind Clips only. Proposal cannot be stapled, in three ring binders, or otherwise bound.

**Vendors that fail to follow all of the formatting requirements listed above shall not be considered for funding.**

#### **4.2 Submission Instructions**

Proposals must be sent to Mark Stone, Nevada Department of Agriculture's Administration Division by:

***Friday, January 8<sup>th</sup>, 2016 at 5 PM.***

Faxed or emailed Proposals will not be accepted. You may mail or deliver your Proposal. Proposals that do not include all required components will not be reviewed. Proposals received after the deadline will not be reviewed.

#### **4.3 Number of Copies of Proposal**

Submit three (3) copies of the full Proposal including a copy of your Nevada Business License and Attachment AA Cost Proposal Certification with Terms and Conditions of RFP.



**Nevada Department of Agriculture  
Division of Administration  
Request for Proposals**

**4.4 Mailing Proposal Instructions**

Mail Proposal, including all required documents, to:

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

**4.5 Proposals Delivered in Person Instructions**

Deliver Proposals to front desk. Make sure Proposals, including all required documents, are delivered in an envelope or box between 8 AM and 5 PM to:

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

**5. Nevada State Business License and Active and Good Standing Requirements**

The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS 76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

A vendors who already has a Nevada Business License must provide proof of good standing with the State of Nevada.



# Nevada Department of Agriculture Division of Administration Request for Proposals

## 6. Proposal Timeline

Proposal Events	Deadlines
Release of Request for Proposal	December 10 <sup>th</sup> , 2015
Deadline for Submission of Questions Concerning Request for Applications via email to Mark Stone	December 18 <sup>th</sup> , 2016 at 5 PM
Responses to Questions will be emailed to prospective vendors.	December 28 <sup>th</sup> , 2015 by 5 PM
Proposal Submittal Deadline	January 8 <sup>th</sup> , 2016 at 5 PM
Selection committee members review and score proposals	January 14 <sup>th</sup> , 2016
Funding Recommendations and finalized. Intent to Award sent out	January 15 <sup>th</sup> , 2016
Contract Award Process	January 18 <sup>th</sup> , 2016
Anticipated Award Start Date	Upon BOE clerk approval

## 7. Vendor Information

Vendor must provide a company profile in the table format below.

Question	Response
Company Name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
No. of Years in Business:	
List of Top Officers:	
Location of the Company Headquarters:	
Location(s) from which employees will be assigned for this project:	
Staff assigned to this project:	



## **Nevada Department of Agriculture Division of Administration Request for Proposals**

### **8. Staffing Requirements**

**8.1** Please identify primary fiscal contact and list their contact information (work phone, email address, and physical work address)

### **9. Business References**

Vendor should provide a minimum of three (3) business references from projects performed for private, state, and/or large government clients within the last three (3) years.

### **10. Work Plan**

### **11. Cost Proposals**

For each phase of the project proposal, the vendor must submit a cost proposal. The vendor must identify the hours and the billing rate for each task to be performed as part of each phases cost proposal.

### **12. Billing**

- There shall be no advance payment for services furnished by a contractor pursuant to the executed contract.
- Payment for services shall only be made after agreed upon completed deliverables are received, reviewed and accepted in writing by the State.
- The vendor must bill the State as outlined in the approved contract and/or deliverable payment schedule.

### **13. Insurance Requirements**



## Nevada Department of Agriculture Division of Administration Request for Proposals

The successful vendor will be required to meet the following minimum insurance requirements:

### **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
  - Products – Completed Operations Aggregate \$1,000,000
  - Personal and Advertising Injury \$1,000,000
  - Each Occurrence \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

### **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

### **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.





**Nevada Department of Agriculture  
Division of Administration  
Request for Proposals**

- b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

**Professional Liability (Errors and Omissions Liability)**

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

**Please indicate if the vendor can meet the State of Nevada's minimum insurance requirements for general service contracts.**

**14. Proposal Evaluation And Award Process**

Proposals shall be evaluated and scored from 0-1 for each criteria using the assigned weights as listed below:

<b>Criteria</b>	<b>Weights</b>
<b>1. Expertise and availability of staff;</b>	<b>35%</b>
<b>2. Experience in performance of comparable engagements;</b>	<b>25%</b>



**Nevada Department of Agriculture  
Division of Administration  
Request for Proposals**

<b>3. Realistic Work Plan/Ability to Meet Deadline</b>	20%
<b>4. Cost</b>	20%

**Evaluation committee will be composed of the Management Analyst III, the Consumer Equitability Administrator, and the Facilities/Fleet Manager.**

**15. Notice of Intent**

A Notification of Intent to Award shall be issued in accordance with NAC 333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Examiners, when required. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP

**ATTACHMENT A – COST PROPOSAL CERTIFICATION OF  
COMPLIANCE  
WITH TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Proposal.

YES

\_\_\_\_\_

I agree to comply with the terms and conditions specified in this RFP.

NO

\_\_\_\_\_

I do not agree to comply with the terms and conditions specified in this RFP.



## **Nevada Department of Agriculture Division of Administration Request for Proposals**

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors **must** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

***Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.***

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Company Name

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Signature

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Print Name

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Date